Human Resources - Nondegree-granting institutions and related administrative offices

Human Resources Screening Questions

Does your institution have any **part-time** staff?

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** and **Fall Staff** sections.*

O   Yes   O   No

CAVEATS

Part A - Employees by Assigned Position - Full-time staff

Number of **full-time** staff by faculty status and primary function/occupational activity

As of November 1, 2006
Faculty status

Primary function/ occupational activity (mutually exclusive categories)	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Subtotal
Primarily instruction	☐	☐	☐	☐	
Instruction/research/public service	☐	☐	☐	☐	
Primarily research	☐	☐	☐	☐	
Primarily public service	☐	☐	☐	☐	
Executive/administrative/managerial	☐	☐	☐	☐	
Other professionals (support/service)	☐	☐	☐	☐	
Technical and paraprofessionals				☐	
Clerical and secretarial				☐	
Skilled crafts				☐	
Service/Maintenance				☐	

Total full time

Total from prior year

Part B - Employees by Assigned Position - Part-time staff

Number of **part-time** staff by faculty status and primary function/occupational activity

As of November 1, 2006
Faculty status

Primary function/ occupational activity (mutually exclusive categories)	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Subtotal
Primarily instruction					
Instruction/research/public service					
Primarily research					
Primarily public service					
Executive/administrative/managerial					
Other professionals (support/service)					
Technical and paraprofessionals					
Clerical and secretarial					
Skilled crafts					
Service/Maintenance					

Total part time

Total from prior year

Part C - Employees by Assigned Position - Total number of staff

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2006

Primary function/occupational activity	Full-time	Part-time	Total
Primarily instruction			
Instruction/research/public service			
Primarily research			
Primarily public service			
Executive/administrative/managerial			
Other professionals (support/service)			
Technical and paraprofessionals			
Clerical and secretarial			
Skilled crafts			
Service/Maintenance			
Grand total			

Part D - Fall Staff - Full-time professional staff

NOTE: These data are **optional** this year.

Number of **full-time** staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)
Men			
Nonresident alien			
Black, non-Hispanic			
American Indian/ Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total men			
Women			
Nonresident alien			
Black, non-Hispanic			
American Indian/ Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total women			
Total (men+women)			
Total from EAP			
Total (men+women) from Fall 2005			

Part D - Fall Staff - Full-time non-professional staff and totals

NOTE: These data are **optional** this year.

Number of **full-time** staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Full-time total
Men					
Nonresident alien	☐	☐	☐	☐	
Black, non-Hispanic	☐	☐	☐	☐	
American Indian/ Alaska Native	☐	☐	☐	☐	
Asian/Pacific Islander	☐	☐	☐	☐	
Hispanic	☐	☐	☐	☐	
White, non-Hispanic	☐	☐	☐	☐	
Race/ethnicity unknown	☐	☐	☐	☐	
Total men					
Women					
Nonresident alien	☐	☐	☐	☐	
Black, non-Hispanic	☐	☐	☐	☐	
American Indian/ Alaska Native	☐	☐	☐	☐	
Asian/Pacific Islander	☐	☐	☐	☐	
Hispanic	☐	☐	☐	☐	
White, non-Hispanic	☐	☐	☐	☐	
Race/ethnicity unknown	☐	☐	☐	☐	
Total women					
Total (men+women)					
Total from EAP					
Total (men+women) from Fall 2005					

Part E - Fall Staff - Part-time professional staff

NOTE: These data are **optional** this year.

Number of **part-time** staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)
Men			
Nonresident alien			
Black, non-Hispanic			
American Indian/ Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total men			
Women			
Nonresident alien			
Black, non-Hispanic			
American Indian/ Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total women			
Total (men+women)			
Total from EAP			
Total (men+women) from Fall 2005			

Part E - Fall Staff - Part-time non-professional staff and totals

NOTE: These data are **optional** this year.

Number of **part-time** staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Part-time total
Men					
Nonresident alien	[ ]	[ ]	[ ]	[ ]	
Black, non-Hispanic	[ ]	[ ]	[ ]	[ ]	
American Indian/ Alaska Native	[ ]	[ ]	[ ]	[ ]	
Asian/Pacific Islander	[ ]	[ ]	[ ]	[ ]	
Hispanic	[ ]	[ ]	[ ]	[ ]	
White, non-Hispanic	[ ]	[ ]	[ ]	[ ]	
Race/ethnicity unknown	[ ]	[ ]	[ ]	[ ]	
Total men					
Women					
Nonresident alien	[ ]	[ ]	[ ]	[ ]	
Black, non-Hispanic	[ ]	[ ]	[ ]	[ ]	
American Indian/ Alaska Native	[ ]	[ ]	[ ]	[ ]	
Asian/Pacific Islander	[ ]	[ ]	[ ]	[ ]	
Hispanic	[ ]	[ ]	[ ]	[ ]	
White, non-Hispanic	[ ]	[ ]	[ ]	[ ]	
Race/ethnicity unknown	[ ]	[ ]	[ ]	[ ]	
Total women					
Total (men+women)					
Total from EAP					
Total (men+women) from Fall 2005					

Part F - Fall Staff - Total number of staff

NOTE: These data are **optional** this year.

Total number of staff by employment status, gender, and race/ethnicity

As of November 1, 2006

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
Nonresident alien						
Black, non-Hispanic						
American Indian/Alaska Native						
Asian/Pacific Islander						
Hispanic						
White, non-Hispanic						
Race/ethnicity unknown						
Grand total						
Total from Fall 2005						

Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

Print Form(s)   GoBack

HUMAN RESOURCES COMPONENT

Instructions for the 2006-2007 Human Resources Componer the Integrated Postsecondary Education Data System (IPED

- INTRODUCTION
- APPLICABILITY OF EACH SECTION
- CROSSWALK OF PART NAMES FROM 2005-06 to 2006-07
- SCREENING QUESTIONS
- GENERAL INSTRUCTIONS

  - Period of reporting
  - Who to include in this report
  - Who *NOT* to include in this report

- **EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all institution administrative offices**

  - Employment status (full time and part time)
  - Faculty status
  - Classification of staff by primary function/occupational activity
    - Staff whose primary responsibility is instruction, research, and/or public ser
      - Primarily instruction (PI)
      - Primarily research (PR)
      - Primarily public service (PPS)
      - Instruction combined with research and/or public service (IRPS)
    - Executive/administrative/managerial
    - Other professionals (support/service)
    - Technical and paraprofessionals
    - Clerical and secretarial
    - Skilled crafts
    - Service/Maintenance
    - Graduate assistants
  - Medical school staff

- **SALARIES SECTION - applicable to all degree-granting institutions (unless one or of four criteria is met)**

  - Relationship between the EAP and Salaries sections
  - Contract length/teaching period
  - Academic rank
  - Faculty status (applicable to 4-year degree-granting institutions only - Optional th
  - Salary outlays

- o Fringe benefits

- **FALL STAFF (LONG VERSION) SECTION - applicable to degree-granting institutions related administrative offices that have _15 or more full-time staff_   (Optional this ye**

    - o Relationship between the EAP and Fall Staff (long version) sections
    - o Classification of staff by primary function/occupational activity
    - o Contract length/teaching period
    - o Academic rank
    - o Faculty status
    - o Classification of staff by racial/ethnic category
    - o New hires (full-time permanent)

- **FALL STAFF (SHORT VERSION) SECTION - applicable to degree-granting institution related administrative offices that have _less than 15 full-time staff_   (Optional this y**

    - o Relationship between the EAP and Fall Staff (short version) sections
    - o Classification of staff by primary function/occupational activity
    - o Classification of staff by racial/ethnic category

- **FALL STAFF (SHORT VERSION) SECTION - applicable to nondegree-granting instit and related administrative offices   (Optional this year)**

    - o Relationship between the EAP and Fall Staff (short version) sections
    - o Classification of staff by primary function/occupational activity
    - o Classification of staff by racial/ethnic category

INTRODUCTION

The Integrated Postsecondary Education Data System (IPEDS) Human Resources (HR) compo consists of the following three sections: Employees by Assigned Position (EAP), Salaries, and Staff. EAP, which is applicable to ALL institutions and administrative offices, must be complete EAP will partially determine whether or not certain parts of each section must be completed. Applicability of the Salaries and Fall Staff sections will also depend on several other factors (e degree-granting status, number of full-time staff, etc.) and is discussed in the following sectio called APPLICABILITY OF EACH SECTION. Data reported on EAP will be used to populate items as much as possible in Salaries and Fall Staff.

Top ▲

APPLICABILITY OF EACH SECTION

The following information depicts which sections are applicable to which institutions and administrative offices.

- **EAP** is applicable to all institutions and administrative offices. (The medical school pages of are applicable to institutions with M.D. and/or D.O. programs only.) The primary purpose of E collect the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity.

- **Salaries** is applicable to degree-granting institutions unless one or more of the following ar

  - All instructional staff are employed on a part time basis.
  - All instructional staff are military personnel.
  - All instructional staff contribute their services (e.g., are members of a religious order).
  - All instructional staff teach pre-clinical or clinical medicine.

The primary purpose of Salaries is to collect the number of full-time instructional staff by con length/teaching period, gender, and academic rank. The collection of data by faculty status fo time instructional staff on 9/10- and 11/12-month contracts/teaching periods is new this year applicable only to 4-year degree-granting institutions. The reporting of data by faculty status Salaries section is optional in 2006-07, but will be mandatory in 2007-08. Salary outlays and benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods.

- **Fall Staff**, which is optional this year, has three versions: one long version and two short versions.

  - **The long version of Fall Staff is applicable degree-granting institutions and rela administrative offices that have 15 or more full-time staff**. The primary purpose long version of Fall Staff is to collect the number of staff by employment status (full tim part time), gender, race/ethnicity, faculty status, contract length/teaching period, acade rank, salary class intervals, primary function/occupational activity, and newly hired full-permanent staff.

  - One of the short versions of Fall Staff is **applicable to degree-granting institutions related administrative offices that have less than 15 full-time staff**. This short ve includes survey screens to report graduate assistants (if applicable). The other short ve Fall Staff is **applicable to nondegree-granting institutions and related administra offices** and does not include survey screens to report graduate assistants. The primary purpose of both short versions of Fall Staff is to collect the number of staff by employm status (full time and part time), gender, race/ethnicity, and primary function/occupatio activity.

Top ▲

CROSSWALK OF PART NAMES FROM 2005-06 to 2006-07

Part names have been relabeled in the order of the HR component and do not contain duplica names like before. For example, the EAP, Salaries, and Fall Staff sections no longer have dupl part names such as Part A, Part B, etc.

Top ▲

SCREENING QUESTIONS

Responses to the following screening questions determine whether or not certain **parts of ea section** must be completed. The first screening question, which relates to part-time staff, is applicable to all institutions and administrative offices. The second screening question, which to full-time instructional staff, is applicable to degree-granting institutions only. The third scre question, which relates to full-time permanent new hires, is applicable to degree-granting inst

and administrative offices that have 15 or more full-time staff.

- **Does your institution have any part-time staff?**

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff* **Employees by Assigned Position (EAP)** *and* **Fall Staff** *sections.*

○ **Yes** ○ **No**

- **Do ALL of the instructional staff at your institution fall into any of the following categories?**

*If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.*

   ○ **No** ○ **Yes Are ALL of the instructional staff military personnel?**

   ○ **No** ○ **Yes Do ALL of the instructional staff contribute their services (e.g., me of a religious order)?**

   ○ **No** ○ **Yes Do ALL of the instructional staff teach pre-clinical or clinical medi**

- **Did your institution hire any full-time permanent staff who were included on the p of the institution between July 1 and October 31, 2006 either for the *first time (new institution)* or *after a break in service* AND who were still on the payroll of the insti as of November 1, 2006? (Exclude persons who have returned from sabbatical leave full-time staff who are working less-than-9-month contracts/teaching periods and v primary responsibility is instruction, research, and/or public service.)**

*If you answer **Yes** to this question, you will be provided the screens to report full-time perma new hires in the **Fall Staff (long version)**, **Part L**, **New Hires**, section.*

○ **Yes** ○ **No**

Top ▲

GENERAL INSTRUCTIONS

Staff members are counted only once even if employed in multiple ways (e.g., a full-staff member who also teaches part time on a per course basis is counted only as fu time).

Period of reporting

The period of reporting is intended to provide a snapshot of your human resources/payroll da one point in the fall. Persons on the payroll of the institution as of **November 1, 2006** shoul reported in the HR component.

Part L (Fall Staff (long version) section) has additional criteria for reporting full-time permane

hires. For Part L, report the number of full-time permanent staff who were included on the pa~~
the institution between **July 1 and October 31, 2006** either for the *first time (new to the
institution)* or *after a break in service* AND **who were still on the payroll of the institutio~~
November 1, 2006**. For more details on reporting full-time permanent new hires, refer to th~~
section below on "New hires (full-time permanent)".

Top ▲

Who to include in this report

- Staff who are on sabbatical leave and staff who are on leave, but remain on the payroll.
- Staff whose primary responsibility is instruction, research, and/or public service and wh~~
  hired to temporarily replace staff whose primary responsibility is also instruction, resear~~
  and/or public service AND who are also on sabbatical leave or on leave without pay.
- "Visiting" staff whose primary responsibility is instruction, research, and/or public servic~~
  who are paid by your institution.
- Adjunct staff whose primary responsibility is instruction, research, and/or public service~~
  who are employed on a full-time or on a part-time basis in the primary function/occupa~~
  activity for which they were hired.
- Staff in Workforce Development training programs and Adult Basic Education (ABE) pro~~
- Staff at off-campus centers associated with the campus covered by this report. (Do not~~
  staff who work at branch campuses located in a foreign country.)

Top ▲

Who *NOT* to include in this report

- Staff on leave without pay.
- Staff in the military or religious orders who are not paid by your institution.
- Staff whose services are contracted by or donated to the institution.
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Staff who work strictly in hospitals associated with medical schools.

NOTE: When reporting staff on sabbatical leave and staff who are on leave, but remain on th~~
payroll of the institution, report such persons at their regular salaries even though the staff m~~
receiving a reduced annuity while on leave. Additional stipends for administrative, managerial~~
other responsibilities should **NOT** be considered in the salary calculations.

Top ▲

**NOTE: In order to assess whether future changes should be made to definitions,
instructions, and/or items collected, please list any staff who were difficult to categ~~
in the designated comment box located at the end of the HR component in the data
collection system.**

**EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all institutions a~~
administrative offices**

EAP is applicable to all institutions and administrative offices. (The medical school pages of EA applicable to institutions with M.D. and/or D.O. programs only.) The primary purpose of EAP i collect the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity. Data provided in the EAP section will be used to pre-po cells in the Salaries and Fall Staff sections (if applicable), which will enhance the error resolut process.

Employment status (full time and part time)

Report a full-time staff member only once as full time, even if the staff member has an additio overload part-time appointment, contract or course payment. Otherwise, count as part time. staff member's term of contract/teaching period is not considered in making the determinatio or part time, only the type of appointment at the snapshot date. For example, a full-time, one appointment should be considered full time for the purpose of this report.

For IPEDS purposes, graduate assistants are considered part-time staff only. If your institutio classifies graduate assistants as full time, the graduate assistants should be reported in IPEDS part time.

Top ▲

Faculty status

If, by institutional definition, a staff member has faculty status, categorize the staff member according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.

- **On tenure track:** Personnel positions that lead to consideration for tenure.

- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If an institution does **NOT** have a tenure system, all staff of the institution should be included "**No tenure system**" category.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without fa status**" category.

Top ▲

Classification of staff by primary function/occupational activity

- **Standard Occupational Classification (SOC) codes and categories** are based on the 1 revision and are provided to aid institutions in their classification of staff by primary functions/occupational activities. The SOC codes and categories are listed below within the pri functions/occupational activities.

- Staff must be assigned to **ONE** category based on work performed, skills, education, trainin credentials.

● If a staff member performs in more than one occupation, he/she should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, staff member should be included in the functional category (occupation) in which they spend most time.

● **Supervisors of professional and technical workers** usually have a background similar workers they supervise, and are therefore classified with the workers they supervise. Likewise leaders, lead workers and supervisors of production, sales, and service workers who spend at 20 percent of their time performing work similar to the workers they supervise are classified workers they supervise.

● **First-line managers and supervisors of production, service, and sales workers who spend more than 80 percent of their time performing supervisory activities** are classi separately in the appropriate supervisor category, since their work activities are distinct from of the workers they supervise. First-line managers are generally found in smaller establishme where they perform both supervisory and management functions, such as accounting, market and personnel work.

● **Hospitals, medical centers, and other entities that offer postsecondary education programs** as part of their mission should report only those staff who work full time or part ti the **postsecondary education division or component of the institution**. If a staff memb works full time for the institution, but only part time in the postsecondary education division component, for purposes of this survey, that person should be reported as part time in his or primary function/occupational activity in the postsecondary education division or component.

● **The primary functions/occupational activities and their definitions are listed belo**

   ● **Staff whose primary responsibility is instruction, research, and/or public servi**

   IMPORTANT NOTE: For IPEDS purposes, Librarians and Counselors must be classified Other professionals (support/service) only.

      ○ **Reporting Staff whose primary responsibility is instruction, research, and/or publ service**

      Top ▲

         ■ **Primarily instruction (PI)**

         Persons whose specific assignments customarily are made for the purpose c **providing instruction or teaching** and who may hold academic rank titles professor, associate professor, assistant professor, instructor, lecturer, or th equivalent. These persons may also hold titles such as deans, directors, or t equivalent, as well as associate deans, assistant deans, and executive office academic departments (chairpersons, heads or equivalent) **IF** their principa activity is **instruction**.

         ■ **Primarily research (PR)**

         Persons whose specific assignments customarily are made for the purpose c **conducting research** and who may hold academic rank titles of professor,

associate professor, assistant professor, or titles such as research associate
postdoctoral fellow. These persons may also hold titles such as deans, direc
the equivalent, as well as associate deans, assistant deans, and executive o
of academic departments (chairpersons, heads, or equivalent) **IF** their princ
activity is **research**.

- ### Primarily public service (PPS)

  Persons whose specific assignments customarily are made for the purpose c
  carrying out public service activities such as agricultural extension serv
  clinical services, or continuing education and who may hold academic rank t
  professor, associate professor, or assistant professor. These persons may al
  titles such as deans, directors, or the equivalent, as well as associate deans
  assistant deans, and executive officers of academic departments (chairperso
  heads ,or equivalent) **IF** their principal activity is **public service**. (This cate
  includes persons with a public service assignment regardless of the location
  assignment (e.g., in the field rather than on campus).

- ### Instruction combined with research and/or public service (IRPS)

  Persons for whom it is not possible to differentiate between **instruction or**
  teaching, research, and public service because each of these functio
  an integral component of his/her regular assignment. These persons
  hold academic rank titles of professor, associate professor, assistant profess
  instructor, lecturer, or the equivalent. These persons may also hold titles su
  deans, directors, or the equivalent, as well as associate deans, assistant dea
  and executive officers of academic departments (chairpersons, heads, or
  equivalent) **IF** their principal activity is **instruction combined with resear**
  and/or public service.

  IMPORTANT NOTE: To assign an IRPS staff member who has multiple acti
  that are split evenly between two or more functions into a single function, c
  the staff member in the first category that is applicable. For example:

  - An IRPS staff member who is 50 percent instruction and 50 percent re
    should be counted as **PI**.
  - An IRPS staff member who is 50 percent research and 50 percent pub
    service should be counted as **PR**.
  - An IRPS staff member who is 40 percent instruction, 40 percent resea
    and 20 percent public service should be counted as **PI**.
  - An IRPS staff member for whom it is not possible to assign to a single
    function should be counted as **IRPS**.

Top ▲

- ### Reporting Staff whose primary responsibility is instruction, research and/or public service in the Fall Staff section

  Persons who are classified in the four above primary functions/occupational
  activities (Primarily instruction, Primarily research, Primarily public service,
  Instruction combined with research and/or public service) on EAP are to be

reported in the sole Fall Staff category called, "Staff whose primary respons
instruction, research, and/or public service.

- **Executive/administrative/managerial**

Report all persons whose assignments require management of the institution, or a customaril
recognized department or subdivision thereof. Assignments require the performance of work
related to management policies or general business operations of the institution, department
subdivision. Assignments in this category customarily and regularly require the incumbent to
exercise discretion and independent judgment. Report in this category persons holding the fo
titles:

11-1000 Top Executives
11-1010 Chief Executives
11-1020 General and Operations Managers
11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
11-3000 Operations Specialties Managers
11-3010 Administrative Services Managers
11-3020 Computer and Information Systems Managers
11-3030 Financial Managers
11-3040 Human Resources Managers
11-3060 Purchasing Managers
11-9033 Education Administrators, Postsecondary - includes

- presidents
- vice presidents (including assistants and associates)
- deans (including assistants and associates) - *if their principal activity is administrative
not primarily instruction, research or public service*
- directors (including assistants and associates)
- department heads (including assistants and associates) - *if their principal activity is
administrative and not primarily instruction, research or public service*
- assistant, associate managers *(including first-line managers of service, production an
workers who spend more than 80 percent of their time performing supervisory activitie*

11-9040 Engineering Managers
11-9050 Food Service Managers
11-9080 Lodging Managers
11-9112 Medical and Health Services Managers

Top ▲

- **Other professionals (support/service)**

Report all persons employed for the primary purpose of performing academic support, studen
service and institutional support, whose assignments would require either a baccalaureate de
higher or experience of such kind and amount as to provide a comparable background. Includ
persons with such titles as:

13-1000 Business Operations Specialists
13-1020 Buyers and Purchasing Agents
13-1070 Human Resources, Training, and Labor Relations Specialists
13-1110 Management Analysts

13-1120 Meeting and Convention Planners
13-1190 Miscellaneous Business Operations Specialists
13-2000 Financial Specialists
13-2011 Accountants and Auditors
13-2030 Budget Analysts
13-2050 Financial Analysts and Advisors
13-2060 Financial Examiners
13-2070 Loan Counselors and Officers
15-1000 Computer Specialists
15-1010 Computer and Information Scientists, Research
15-1020 Computer Programmers
15-1030 Computer Software Engineers
15-1040 Computer Support Specialists
15-1050 Computer Systems Analysts
15-1060 Database Administrators
15-1070 Network and Computer Systems Administrators
15-1080 Network Systems and Data Communications Analysts
21-1000 Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010 Counselors
21-1020 Social Workers
21-1091 Health Educators
21-2010 Clergy
21-2020 Directors, Religious Activities and Education
23-1010 Lawyers
25-4000 Librarians, Curators, and Archivists
25-4013 Museum Technicians and Conservators
25-4020 Librarians
27-1010 Artists and Related Workers
27-1020 Designers
27-2020 Athletes, Coaches, Umpires
27-2030 Dancers and Choreographers
27-2041 Music Directors and Composers
29-1010 Chiropractors
29-1020 Dentists
29-1030 Dietitians and Nutritionists
29-1040 Optometrists
29-1050 Pharmacists
29-1060 Physicians and Surgeons
29-1080 Podiatrists
29-1110 Registered Nurses
29-1120 Therapists
29-1130 Veterinarians

Top ▲

- **Technical and paraprofessionals**

Report all persons whose assignments require specialized knowledge or skills which may be a
through experience, apprenticeship, on-the-job training or academic work in occupationally sp
programs that result in a 2-year degree or other certificate or diploma. Include persons who p
some of the duties of a professional in a supportive role, which usually requires less formal tr
and/or experience than normally required for professional status. Include such job titles as:

15-3000 Mathematical Technicians
19-4000 Life, Physical, and Social Science Technicians
19-4011 Agricultural and Food Science Technicians
19-4030 Chemical Technicians
19-4040 Geological and Petroleum Technicians
19-4050 Nuclear Technicians
23-2010 Paralegals and Legal Assistants
23-2090 Miscellaneous Legal Support Workers
29-2000 Health Technologists and Technicians
29-2051 Dietetic Technicians
29-2052 Pharmacy Technicians
29-2060 Licensed Practical and Licensed Vocational Nurses
29-2070 Medical Records and Health Information Technicians
29-2080 Opticians, Dispensing
31-0000 Healthcare Support Occupations
31-1012 Nursing Aides, Orderlies, and Attendants
31-2020 Physical Therapist Assistants and Aides
31-9010 Massage Therapists
31-9091 Dental Assistants
31-9092 Medical Assistants
31-9095 Pharmacy Aides

Top ▲

- **Clerical and secretarial**

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and exte communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010 Switchboard Operators, including Answering Service
43-2020 Telephone Operators
43-3010 Bill and Account Collectors
43-3020 Billing and Posting Clerks and Machine Operators
43-3030 Bookkeeping, Accounting, and Auditing Clerks
43-3050 Payroll and Timekeeping Clerks
43-3060 Procurement Clerks
43-4070 File Clerks
43-4120 Library Assistants, Clerical
43-4160 Human Resources Assistants, except Payroll and Timekeeping
43-5070 Shipping, Receiving, and Traffic Clerks
43-6000 Secretaries and Administrative Assistants
43-9010 Computer Operators
43-9020 Data Entry and Information Processing Workers
43-9031 Desktop Publishers
43-9051 Mail Clerks and Mail Machine Operators, except Postal Service
43-9060 Office Clerks, General
43-9070 Office Machine Operators, except Computer
43-9080 Proofreaders and Copy Markers

Top ▲

- **Skilled crafts**

Report all persons whose assignments typically require special manual skills and a thorough a comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include occupational titles as:

51-4121 Welders, Cutters, Solderers, and Brazers
51-5010 Bookbinders and Bindery Workers
51-5020 Printers
51-7010 Cabinetmakers and Bench Carpenters
51-8000 Plant and System Operators
51-8020 Stationary Engineers and Boiler Operators
51-8030 Water and Liquid Waste Treatment Plant and System Operators
51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080 Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120 Painting Workers
51-9130 Photographic Process Workers and Processing Machine Operators
51-9194 Etchers and Engravers

Top ▲

- **Service/Maintenance**

Report all persons whose assignments require limited degrees of previously acquired skills an knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep institutional property. Include such titles as:

33-2010 Fire Fighters
33-3000 Law Enforcement Workers
33-3040 Parking Enforcement Workers
33-3050 Police Officers
33-9030 Security Guards
33-9092 Lifeguards, Ski Patrol
35-2000 Cooks and Food Preparation Workers
35-3000 Food and Beverage Serving Workers
35-3020 Fast Food and Counter Workers
35-3030 Waiters and Waitresses
35-9000 Other Food Preparation and Serving Related Workers
37-2000 Building Cleaning and Pest Control Workers
37-3000 Grounds Maintenance Workers
49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2020 Radio and Telecommunications Equipment Installers and Repairers
49-2091 Avionics Technicians
49-2092 Electric Motor, Power Tool, and Related Repairers
49-3000 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010 Control and Valve Installers and Repairers
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000 Air Transportation Workers
53-3000 Motor Vehicle Operators
53-6021 Parking Lot Attendants

Top ▲

- **Graduate assistants**

NOTE: Survey screens to report graduate assistants are available for degree-grantin institutions, but not for nondegree-granting institutions.

Report students employed on a part-time basis for the primary purpose of assisting in classro laboratory instruction or in the conduct of research. Graduate students having titles such as g assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typical these positions. If your institution has graduate assistants who are classified as full time, for I purposes, classify those graduate assistants as PART TIME only.

Do **NOT** include students in the College Work-Study Program. Staff hired on a full time basis students) are to be reported as Other professionals (support/service).

Top ▲

Medical school staff

The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. program

All staff affiliated with (housed in or under the authority of) the medical school should be repo with the medical school.

Example: If an institution's medical school staff are housed with the institution's staff in other related disciplines (e.g., dentistry, veterinary medicine, nursing, dental hygiene, etc.), the ins should report both sets of staff in the medical school part of EAP and list the other health-rela disciplines in the designated comment box in the EAP section in the data collection system.

Staff that are in health disciplines that are **NOT** considered part of a medical school must be r on the non-medical school page of EAP.

Top ▲

SALARIES SECTION - applicable to all degree-granting institutions (unless one or m four criteria is met)

Salaries is applicable to degree-granting institutions unless one or more of the following are

- All instructional staff are employed on a part time basis.
- All instructional staff are military personnel.
- All instructional staff contribute their services (e.g., are members of a religious order).
- All instructional staff teach pre-clinical or clinical medicine.

The primary purpose of Salaries is to collect the number of full-time instructional staff by cont length/teaching period, gender, and academic rank. The collection of data by faculty status fo time instructional staff on 9/10- and 11/12-month contracts/teaching periods is new this year applicable only to 4-year degree-granting institutions. The reporting of data by faculty status

Salaries section is optional in 2006-07, but will be mandatory in 2007-08. Salary outlays and benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods.

Relationship between the EAP and Salaries sections

The total number of Primarily instruction and Instruction combined with research and public s staff reported on the full-time non-medical page on EAP MUST be reported in the Salaries sec

Example: If two staff members are reported on the full-time non-medical page on EAP as Prin instruction and three staff members are reported on the full-time non-medical page on EAP a Instruction combined with research and/or public service, a total of five full-time instructional will automatically be carried forward to the page in the Salaries section called, "Part D - Salar Full-time instructional staff by contract length/teaching period - Headcount." Institutions mus report additional information (gender, academic rank, etc.) for the five full-time instructional the Salaries section.

For further information on reporting full-time instructional staff in EAP and Salaries to the section called, <u>Classification of staff by primary function/occupational activity</u>

Top ▲

Contract length/teaching period

Staff should be reported by contract length/teaching period on the basis of the contracted (te period, **NOT** on the basis of the number of installments in which salaries are paid. The definiti the three contract lengths/teaching periods follow:

- **Less-than-9-month salary contracts/teaching periods:** The contracted teaching pe staff whose primary responsibility is instruction, research, and/or public service and wh employed for **less than 2 semesters, 3 quarters, 2 trimesters, or two 4-month sessions**.

- **9/10-month salary contracts/teaching periods:** The contracted teaching period of whose primary responsibility is instruction, research, and/or public service and who are employed for **2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or th equivalent**.

- **11/12-month salary contracts/teaching periods:** The contracted teaching period c whose primary responsibility is instruction, research, and/or public service and who are employed for **the entire year, usually a period of 11 or 12 months**.

Top ▲

Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public servic academic rank (e.g., professor, associate professor, etc.), use the institution's designations. Institutions without standard academic ranks should report all staff whose primary responsibi instruction, research, and/or public service in the "No Academic Rank" category.

Top ▲

Faculty status (applicable to 4-year degree-granting institutions only - Optional this

As stated above, the collection of data by faculty status for full-time instructional staff on 9/10
11/12-month contracts/teaching periods is new to the Salaries section this year and is applica
only to 4-year degree-granting institutions. The reporting of data by faculty status in the Sala
section is optional in 2006-07, but will be mandatory in 2007-08.

If, by institutional definition, a staff member has faculty status, categorize the staff member
according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.

- **On tenure track:** Personnel positions that lead to consideration for tenure.

- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If an institution does **NOT** have a tenure system, all staff of the institution should be included
"**No tenure system**" category.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without fa
status**" category.

NOTE: If data are not reported by faculty status in the Salaries section (because the reporting
optional this year), the faculty status cross-section edits for Salaries and EAP and for Salaries
Fall Staff will not be implemented.

Top ▲

Salary outlays

Salary outlays should be reported only for those salaried full-time instructional staff classified
Primarily instruction or Instruction combined with research and/or public service on the EAP, f
time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching pe
As mentioned above for the "General Instructions" section, when reporting staff on sabbatical
and when reporting staff who are on leave, but remain on the payroll of the institution, report
persons at their regular salaries even though the staff may be receiving a reduced annuity wh
leave. Additional stipends for administrative, managerial, or other responsibilities should **NOT**
considered in the salary calculations.

Top ▲

Fringe benefits

Fringe benefits should be reported only for those salaried full-time instructional staff classified
Primarily instruction or Instruction combined with research and/or public service on the EAP, f
time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching pe

Report the projected fringe benefit expenditures, which will be paid by the institution, state a
local government, to full-time instructional staff during the full academic year. Report the nur
instructional staff covered (except for the tuition plan (dependents only) benefit) and the tota
expenditures for each benefit. (Refer to the tuition plan benefit below for more details.)

Fringe benefits are defined as cash contributions, in the form of supplementary or deferred
compensation, other than salary. The employee's contribution should be excluded when deter
the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. Whe
reporting expenditures for a fringe benefit, the number of persons receiving the benefit shoul
be reported.

**NOTE: The number covered in Part E (Salaries section) cannot exceed the number re
in Part D (Salaries section), except for Tuition plan (dependents only).**

Types of Fringe Benefits -

Retirement plans (other than Social Security): Report contributions by the institution, st
local government toward retirement according to the vesting provisions of the institution's ret
plan. A vested retirement plan is defined as one in which the full amount of the contribution b
institution, state and local government, with accumulations thereon, will be made available as
benefit in case of death while in service and with no forfeiture in case of resignation or dismis
from the institution.

- Vested within 5-years - Report contributions toward retirement if they become vested ir
  instructional staff members not later than the end of the 5th year of full-time service at
  institution and are not lost to the member if the member leaves the institution or moves
  another state. If the institution's retirement vesting provision meets the 5-year criterior
  all contributions to the retirement plan even though some instructional staff members n
  have been employed less than 5 years.

- Vested after 5-years - Report expenditures for retirement plans in which the employer's
  contribution becomes vested in the instructional staff members after 5 years or only up
  retirement.

Medical/dental plans: Report contributions to insurance plans which provide for hospital, m
surgical or dental care.

Group life insurance: Report expenditures by the institution to support the group life insura
program.

Other insurance benefits (cafeteria plan, etc.): Report contributions to insurance plans v
cannot be reported separately for medical/dental plans and group life insurance (hospital, me
surgical, dental care and group life insurance) or plans which provide employee selected care
options.

Guaranteed disability income protection: Report expenditures, through insurance or othe
for long-term disability income payments (defined as salary in excess of 6 months) not covere
other retirement or insurance plans listed on this form. These payments are not to consist of
accumulation of unused sick leave benefits.

Tuition plan (dependents only): Report cash payments and the dollar value of tuition waiv exchanges for dependents (including spouse) of instructional staff members to attend another institution or this institution. The number covered by this benefit should be the number of dependents of instructional staff members receiving tuition benefits, rather than the number instructional staff members covered by this benefit. If the number of dependents who will rec this benefit in the academic year covered by this report is unknown, apply the tuition benefit number receiving the tuition in the previous academic year to derive an estimate. (NOTE: A restricted tuition plan is a plan for dependents (including spouses) of instructional staff memb which restrict the beneficiary to attendance at only the institution where the instructional staff member is employed.)

Housing plan: Report the expenditures in the form of cash payments or subsides to of instru staff members for off-campus or institution-owned housing. If the number of instructional sta members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit i previous academic year to derive an estimate. (NOTE: A restricted housing plan is a plan that restricts beneficiaries to receive housing support only in institution-owned housing.)

Social Security taxes: If covered by Social Security, report the F.I.C.A. taxes calculated at t effective January 1, 2006. This amount should include taxes for Medicare and Old-Age, Surviv Disability Insurance (OASDI).

Unemployment compensation: Report the taxes (not benefits) to be paid under this law. I institution is self-insured, report the estimated amount that would otherwise be paid to the st

Worker's compensation: Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the st

Other benefits in kind with cash options: Report personal benefits in kind only if the instr staff member has, without the imposition of conditions, the option of taking a cash payment i person prefers to use the money in some other way. Since the objective is the measurement income available for personal consumption, as distinct from professional purposes, benefits of professional nature (such as convention travel, membership fees, grading assistance, faculty etc.) should not be included.

Top ▲

FALL STAFF (LONG VERSION) SECTION - applicable to degree-granting institutions a related administrative offices that have 15 or more full-time staff   (Optional this ye

The long version of Fall Staff is applicable degree-granting institutions and related administra offices that have *15 or more full-time staff*. The primary purpose of the long version of Fall St collect the number of staff by employment status (full time and part time), gender, race/ethn faculty status, contract length/teaching period, academic rank, salary class intervals, primary function/occupational activity, and newly hired full-time permanent staff.

Relationship between the EAP and Fall Staff (long version) sections

The total number of staff reported on EAP MUST be reported on Fall Staff. More specifically, th number of staff by employment status and primary function/occupational activity for EAP and Staff must match.

Example: If four staff members are reported on the *full-time non-medical page* on EAP as Oth professionals (support/service) and two staff members are reported on the *full-time medical s page* on EAP as Other professionals (support/service), a total of six full-time Other profession (support/service) will automatically be carried forward to the corresponding part (e.g., full-tim Other professionals (support/service)) in the Fall Staff section. Institutions must then report additional information (race/ethnicity, gender, etc.) for the six full-time Other professionals in Fall Staff section.

IMPORTANT NOTES

- **Staff whose primary responsibility is instruction, research, and/or public servic EAP and Fall Staff**: The same staff whose primary responsibility is instruction, researc and/or public service must be reported on EAP and Fall Staff. On EAP this group of peop classified into four separate primary functions/occupational activities (Primarily instructi Instruction combined with research and/or public service, Primarily research, and Prima public service). On Fall Staff these staff are combined and reported in the single categor called, "Staff whose primary responsibility is instruction, research, and/or public service

- **All staff in EAP and Fall Staff**: If the EAP medical school pages are applicable to an institution, the total of full-time medical plus full-time non-medical staff for each primar function/occupational activity are reported as full-time staff on Fall Staff. The same is tr part-time staff.

  Example: If two full-time Clerical/secretarial staff members were reported on the full-tim medical page and three full-time Clerical/secretarial staff members were reported on th time medical school page, a total of five full-time Clerical/secretarial staff will be carrie forward to Fall Staff.

Classification of staff by primary function/occupational activity

For further information on reporting staff in Fall Staff by primary function/occupatio activity, refer to the above section called, <u>Classification of staff by primary function/occupational activity</u>.

Top ▲

Contract length/teaching period

Staff should be reported by contract length/teaching period on the basis of the contracted (te period, **NOT** on the basis of the number of installments in which salaries are paid. The definiti the three contract lengths/teaching periods follow:

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- **9/10-month salary contracts/teaching periods:** The contracted teaching period of whose primary responsibility is instruction, research, and/or public service and who are employed for **2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or th equivalent**.

- **11/12-month salary contracts/teaching periods:** The contracted teaching period c
  whose primary responsibility is instruction, research, and/or public service and who are
  employed for **the entire year, usually a period of 11 or 12 months**.

Top ▲

Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public servi
academic rank (e.g., professor, associate professor, etc.), use the institution's designations.
Institutions without standard academic ranks should report all staff whose primary responsibi
instruction, research, and/or public service in the "No Academic Rank" category.

Top ▲

Faculty status

If, by institutional definition, a staff member has faculty status, categorize the staff member
according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.

- **On tenure track:** Personnel positions that lead to consideration for tenure.

- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If an institution does **NOT** have a tenure system, all staff of the institution should be included
"**No tenure system**" category.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without fa
status**" category.

Top ▲

Classification of staff by racial/ethnic category

Method of collection: The manner of collecting racial/ethnic information is left to the discret
the institution provided that the system that is established results in reasonably accurate data
may be replicated by others when the same documented system is utilized. An employer may
acquire the racial/ethnic information necessary for this section either by visual survey of the v
force or from post-employment records.

Assignment to categories: For the purpose of this report, an individual may be included in
group to which he or she appears to belong, identifies with, or belongs in the eyes of the com
A person may be counted in only one group. Racial/ethnic designations are requested only for
States citizens, resident aliens, and other eligible non-citizens (See definitions below).

Racial/ethnic descriptions: Racial/ethnic designations used in this survey do not denote sc
definitions of anthropological origins. The categories are:

- **Black, non-Hispanic**: A person having origins in any of the black racial groups of Afric
  (except those of Hispanic origin).
- **American Indian/Alaska Native**: A person having origins in any of the original peopl
  North America or who maintains cultural identification through tribal affiliation or comm
  recognition.
- **Asian/Pacific Islander**: A person having origins in any of the original peoples of the F
  Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from Ch
  Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.
- **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American or oth
  Spanish culture or origin, regardless of race.
- **White, non-Hispanic**: A person having origins in any of the original peoples of Europe
  Africa or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien**: A person who is not a citizen or national of the United States and v
  in this country on a visa or temporary basis and does not have the right to remain indef

  NOTE: Nonresident aliens are to be reported separately, in the rows provided, rather th
  included in any of the five racial/ethnic categories above. Resident aliens and other eligi
  financial aid purposes) non-citizens who are not citizens or nationals of the United State
  who have been admitted as legal immigrants for the purpose of obtaining permanent re
  alien status (and who hold either an alien registration card (Form 1-551 or 1-151), a
  Temporary Resident Card (Form 1-688), or an Arrival-Departure Record (Form 1-94) wi
  notation that conveys legal immigrant status such as Section 207 Refugee, Section 208
  Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate
  racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown**: This category is used ONLY if the employee did not select a
  racial/ethnic designation, AND the postsecondary institution finds it impossible to place
  employee in one of the aforementioned racial/ethnic categories.

Top ▲

New hires (full-time permanent)

Report the number of full-time permanent staff who were included on the payroll of the institu
between **July 1 and October 31, 2006** either for the *first time (new to the institution)* or *af*
break in service AND **who were still on the payroll of the institution as of November 1,**
New hires reported in Part L should also be included in Parts G/H (full-time
instruction/research/public service staff by race/ethnicity and gender) and Part I (other full tir
by race/ethnicity and gender). Do not include as new hires persons who have returned from
sabbatical leave or full-time staff who are working less-than-9-month contracts/teaching peri
whose primary responsibility is instruction, research, and/or public service.

Top ▲

FALL STAFF (SHORT VERSION) SECTION - applicable to degree-granting institutions
related administrative offices that have *less than 15 full-time staff*   (Optional this y

The primary purpose of this short version of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity (including graduate assistants - if applicable).

Relationship between the EAP and Fall Staff (short version) sections

The total number of staff reported on EAP MUST be reported on Fall Staff. More specifically, th number of staff by employment status and primary function/occupational activity for EAP and Staff must match.

Example: If four staff members are reported on the *full-time page* on EAP as Other professior (support/service), the four full-time Other professionals (support/service) will automatically b carried forward to the corresponding part (e.g., full-time Other professionals (support/service the Fall Staff section. Institutions must then report additional information (race/ethnicity, gen etc.) for the four full-time Other professionals in the Fall Staff section.

Top ▲

Classification of staff by primary function/occupational activity

For further information on reporting staff in Fall Staff by primary function/occupational activity to the above section called, Classification of staff by primary function/occupational activity.

Top ▲

Classification of staff by racial/ethnic category

For further information on reporting staff in Fall Staff by racial/ethnic category, refer to the al section called, Classification of staff by racial/ethnic category.

Top ▲

FALL STAFF (SHORT VERSION) SECTION - applicable to nondegree-granting instituti and related administrative offices (Optional this year)

The primary purpose of this short version of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity. The reporting of graduate assistants is not allowed in this short version.

Relationship between the EAP and Fall Staff (short version) sections

The total number of staff reported on EAP MUST be reported on Fall Staff. More specifically, th number of staff by employment status and primary function/occupational activity for EAP and Staff must match.

Example: If four staff members are reported on the *full-time page* on EAP as Other professior (support/service), the four full-time Other professionals (support/service) will automatically b carried forward to the corresponding part (e.g., full-time Other professionals (support/service

the Fall Staff section. Institutions must then report additional information (race/ethnicity, gen
etc.) for the four full-time Other professionals in the Fall Staff section.

Top ▲

Classification of staff by primary function/occupational activity

For further information on reporting staff in Fall Staff by primary function/occupational activity
to the above section called, Classification of staff by primary function/occupational activity.

Top ▲

Classification of staff by racial/ethnic category

For further information on reporting staff in Fall Staff by racial/ethnic category, refer to the ak
section called, Classification of staff by racial/ethnic category.

Top ▲